



Mississippi Department of Mental Health (DMH)

Provider Submission Guide – Client

Last Revision Date: 4/21/2020

Table of Contents

Version Control	3
1 Client Data Set	3
1.1 Submitting Client Data	3
1.2 Client Domain Diagram	3
1.3 Client Entities	4
1.3.1 ProviderClient	4
1.3.1.1 Description	4
1.3.1.2 Key Fields.....	5
1.3.1.3 Additional Business Rules	5
1.3.1.4 Fields	6
1.3.1.5 ProviderClientIdentifier.....	14
1.3.1.5.1 Description	14
1.3.1.5.2 Key Fields	14
1.3.1.5.3 Fields	15
1.3.1.6 ProviderClientPhysicalAddress.....	17
1.3.1.6.1 Description	17
1.3.1.6.2 Key Fields	17
1.3.1.6.3 Fields	18

Version Control

Date	Version	Author(s)	Brief Description of Change
1/13/2020	1.0	Savi Sahni	Initial Draft
3/5/2020	1.1	James Brockman	Added Citizenship Field as Required
3/16/2020	1.2	James Brockman	Added Submitting Entity Error
4/21/2020	1.3	Shelby Maloney	Added Version Control

1 Client Data Set

1.1 Submitting Client Data

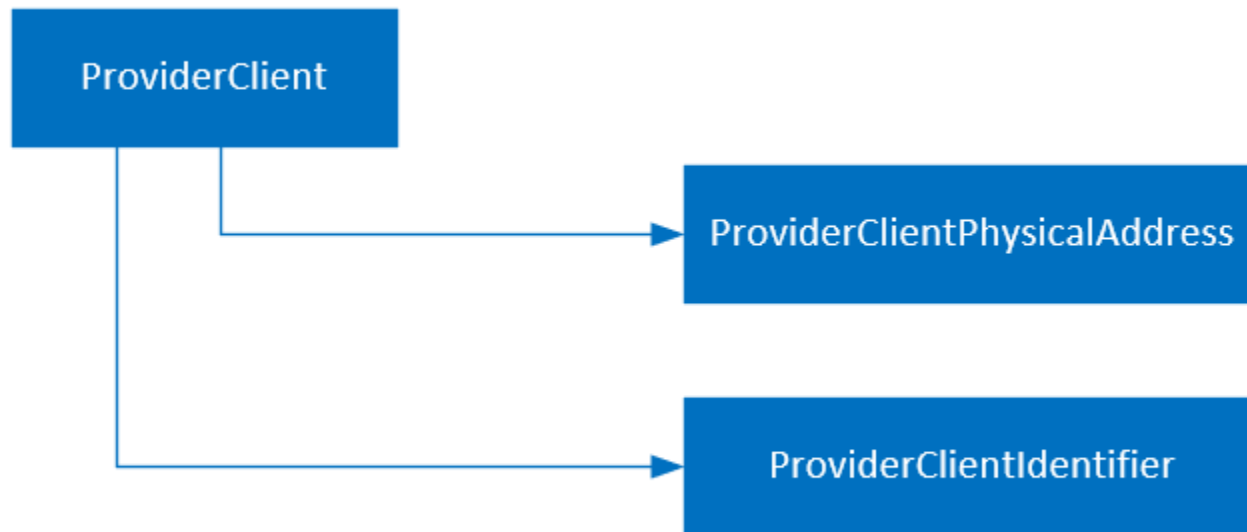
A Provider Client record is required from all provider organizations for each client receiving services whose cost of care is funded, in whole or in part, by Mississippi Department of Mental Health.

Provider Client data must be submitted prior to any other data submissions associated with that client. Provider Client data must also be submitted to the Data Warehouse prior to any 837 submissions for those clients.

Provider Client data set information should be re-submitted after Provider Client data set information changes.

1.2 Client Domain Diagram

The following diagram depicts the relationships between all objects in the Client domain in the Data Warehouse. Each of the objects below is an entity within the Provider Client domain.



1.3 Client Entities

This section defines the entities involved in the Client data set.

Providers that are under contract with Mississippi Department of Mental Health to provide services are required to submit client records in compliance with regulations and statutes.

All the entities in the provider client data set will include all the data needed to identify a client who receives services. It will also enable the mandatory reporting of the SAMHSA Treatment Episode Dataset (TEDS) and it will allow Mississippi Department of Mental Health to understand and analyze the population being served.

1.3.1 ProviderClient

1.3.1.1 Description

A Provider Client represents a provider's record of demographic information for an individual serviced by the provider. A Provider Client will be uniquely identified in the Data Warehouse by the combination of the Provider's Source Record Identifier for the Provider Client and the Source Record Identifier for the

Provider. Providers are required to submit a unique Source Record Identifier for each Provider Client. Therefore, no two Provider Client records can be submitted with the same Provider Client Source Record Identifier and Provider Source Record Identifier combination.

1.3.1.2 Key Fields

The fields in this entity that will be used to uniquely identify a record, to determine whether to create or update an existing record, and to delete an existing record are:

Field

Source Record Identifier

Provider Source Record Identifier

1.3.1.3 Additional Business Rules

Rule Type	Rule Name	Message	Additional Values in Message
Error	Must Have Social Security Number Rule	A Provider Client Identifier with Type Code 8400.1 (i.e. Social Security Number) must be provided for each Provider Client.	
Error	Must Have At Least One Address Rule	At least one Provider Client Address must be provided for each Provider Client.	
Error	Must Associate Submitting Entity To Provider Rule	Submitting Entity not authorized to submit Client data for this Provider	

1.3.1.4 Fields

The fields in this entity, along with a description and associated validation rules for each are:

Field	Description	Validation Rules		
Source Record Identifier	The provider’s internal system identifier for the Provider Client record.	Data Type Validation		
		Data Type	Message	
		string	Failed parsing value to type string	
		Length Validation		
		Max Length	Message	
		100	Value length must be less than or equal to ‘100’	
		Errors		
		Rule Name	Message	Additional Values in Message
		Source Record Identifier Required Rule	Source Record Identifier is required	
		Guidance		
Note				
The SourceRecordIdentifier must be a unique identifier for this record in the source system. It must be a value that is unique and never changes. Examples of unique identifiers are Identity, AutoNumber or GUID. If the source system does not have a unique identifier, one can be constructed. A constructed SourceRecordIdentifier might contain the values that make this record unique and never change, separated by a delimiter.				
Provider Source Record Identifier	The provider’s internal system identifier for the Provider record this Provider Client is associated with.	Data Type Validation		
		Data Type	Message	
		string	Failed parsing value to type string	
		Linkage Validation		
		Description	Required	Message

Must match the Source Record Identifier for a single Provider already set up in the Data Warehouse	Yes	Cannot find matching 'Provider'
---	-----	---------------------------------

Guidance

Note
The Agency ID that is setup in WITS for each provider should be sent in this field.

Birth Date	The date of birth of the client.
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Data Type Validation

Data Type	Message	Note
date	Failed parsing value to type Date	Refer to the Appendix for Common Data Types .

Errors

Rule Name	Message	Additional Values in Message
Birth Date Required Rule	Birth Date is required	
Birth Date Must Be Less Than Current Date Rule	Birth Date must be less than the current date	
Birth Date Must Be Reasonable Rule	Birth Date must be between X and Y years ago.	<p>Note: This will be configurable; the “X” and “Y” will be replaced with actual values at runtime. Initially set to 10 and 100 respectively.</p>

First Name	The first name of the client.
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Data Type Validation

Data Type	Message
string	Failed parsing value to type string

Length Validation

Max Length	Message
100	Value length must be less than or equal to '100'

Errors

Rule Name	Message	Additional Values in Message
First Name Required Rule	First Name is required	
First Name Must Not Have Special Chars Rule	First Name must consist of upper and lower case letters, spaces, hyphens, and apostrophes. No other types of character are allowed.	

Middle Name The middle name of the client.

Data Type Validation

Data Type	Message
string	Failed parsing value to type string

Length Validation

Max Length	Message
100	Value length must be less than or equal to '100'

Errors

Rule Name	Message	Additional Values in Message
Middle Name Must Not Have Special Chars Rule	Middle Name must consist of upper and lower case letters, spaces, hyphens, and apostrophes. No other types of character are allowed.	

Guidance

Note
Optional

Last Name The last name of the client.

Data Type Validation

Data Type	Message
string	Failed parsing value to type string

Length Validation

		<table><tr><th>Max Length</th><th>Message</th></tr><tr><td>100</td><td>Value length must be less than or equal to ‘100’</td></tr></table>	Max Length	Message	100	Value length must be less than or equal to ‘100’												
Max Length	Message																	
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		<div>Errors</div> <table><tr><th>Rule Name</th><th>Message</th><th>Additional Values in Message</th></tr><tr><td>Last Name Required Rule</td><td>Last Name is required</td><td></td></tr><tr><td>Last Name Must Not Have Special Chars Rule</td><td>Last Name must consist of upper and lower case letters, spaces, hyphens, and apostrophes. No other types of character are allowed.</td><td></td></tr></table>	Rule Name	Message	Additional Values in Message	Last Name Required Rule	Last Name is required		Last Name Must Not Have Special Chars Rule	Last Name must consist of upper and lower case letters, spaces, hyphens, and apostrophes. No other types of character are allowed.								
Rule Name	Message	Additional Values in Message																
Last Name Required Rule	Last Name is required																	
Last Name Must Not Have Special Chars Rule	Last Name must consist of upper and lower case letters, spaces, hyphens, and apostrophes. No other types of character are allowed.																	
Maiden Name	The Maiden name of the client.	<div>Data Type Validation</div> <table><tr><th>Data Type</th><th>Message</th></tr><tr><td>string</td><td>Failed parsing value to type string</td></tr></table> <div>Length Validation</div> <table><tr><th>Max Length</th><th>Message</th></tr><tr><td>100</td><td>Value length must be less than or equal to ‘100’</td></tr></table> <div>Errors</div> <table><tr><th>Rule Name</th><th>Message</th><th>Additional Values in Message</th></tr><tr><td>Maiden Name Must Not Have Special Chars Rule</td><td>Maiden Name must consist of upper and lower case letters, spaces, hyphens, and apostrophes. No other types of character are allowed.</td><td></td></tr></table> <div>Guidance</div> <table><tr><th>Note</th></tr><tr><td>Optional</td></tr></table>	Data Type	Message	string	Failed parsing value to type string	Max Length	Message	100	Value length must be less than or equal to ‘100’	Rule Name	Message	Additional Values in Message	Maiden Name Must Not Have Special Chars Rule	Maiden Name must consist of upper and lower case letters, spaces, hyphens, and apostrophes. No other types of character are allowed.		Note	Optional
Data Type	Message																	
string	Failed parsing value to type string																	
Max Length	Message																	
100	Value length must be less than or equal to ‘100’																	
Rule Name	Message	Additional Values in Message																
Maiden Name Must Not Have Special Chars Rule	Maiden Name must consist of upper and lower case letters, spaces, hyphens, and apostrophes. No other types of character are allowed.																	
Note																		
Optional																		
Suffix Name	The suffix name of the client.	<div>Data Type Validation</div> <table><tr><th>Data Type</th><th>Message</th></tr></table>	Data Type	Message														
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		<table><tr><td>string</td><td>Failed parsing value to type string</td></tr></table>	string	Failed parsing value to type string												
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Note																
Optional																
Sex Code	The code indicating the sex (gender at birth) of the client.	<div>Data Type Validation</div> <table><tr><td>Data Type</td><td>Message</td></tr><tr><td>string</td><td>Failed parsing value to type string</td></tr></table> <div>Vocabulary Validation</div> <table><tr><td>Rule</td><td>Message</td></tr><tr><td>Must be a valid Vocabulary value from the Mississippi Code System, for the Sex Value Set</td><td>Unknown code for type ‘Sex’</td></tr></table> <div>Errors</div> <table><tr><td>Rule Name</td><td>Message</td><td>Additional Values in Message</td></tr><tr><td>Sex Code Required Rule</td><td>Sex Code is required</td><td></td></tr></table>	Data Type	Message	string	Failed parsing value to type string	Rule	Message	Must be a valid Vocabulary value from the Mississippi Code System, for the Sex Value Set	Unknown code for type ‘Sex’	Rule Name	Message	Additional Values in Message	Sex Code Required Rule	Sex Code is required	
Data Type	Message															
string	Failed parsing value to type string															
Rule	Message															
Must be a valid Vocabulary value from the Mississippi Code System, for the Sex Value Set	Unknown code for type ‘Sex’															
Rule Name	Message	Additional Values in Message														
Sex Code Required Rule	Sex Code is required															
Sexual Orientation Code	The code indicating the sexual orientation of the client.	<div>Data Type Validation</div> <table><tr><td>Data Type</td><td>Message</td></tr></table>	Data Type	Message												
Data Type	Message															

		<table><tr><td>string</td><td>Failed parsing value to type string</td></tr></table>	string	Failed parsing value to type string												
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		<div>Vocabulary Validation</div> <table><tr><td>Rule</td><td>Message</td></tr><tr><td>Must be a valid Vocabulary value from the Mississippi Code System, for the Sexual Orientation Value Set</td><td>Unknown code for type ‘SexualOrientation’</td></tr></table>	Rule	Message	Must be a valid Vocabulary value from the Mississippi Code System, for the Sexual Orientation Value Set	Unknown code for type ‘SexualOrientation’										
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		<div>Guidance</div> <table><tr><td>Note</td></tr><tr><td>Optional</td></tr></table>	Note	Optional												
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Ethnicity Code	The code indicating the ethnicity of the client.	<div>Data Type Validation</div> <table><tr><td>Data Type</td><td>Message</td></tr><tr><td>string</td><td>Failed parsing value to type string</td></tr></table> <div>Vocabulary Validation</div> <table><tr><td>Rule</td><td>Message</td></tr><tr><td>Must be a valid Vocabulary value from the Mississippi Code System, for the Ethnicity Value Set</td><td>Unknown code for type ‘Ethnicity’</td></tr></table> <div>Errors</div> <table><tr><td>Rule Name</td><td>Message</td><td>Additional Values in Message</td></tr><tr><td>Ethnicity Code Required Rule</td><td>Ethnicity Code is required</td><td></td></tr></table>	Data Type	Message	string	Failed parsing value to type string	Rule	Message	Must be a valid Vocabulary value from the Mississippi Code System, for the Ethnicity Value Set	Unknown code for type ‘Ethnicity’	Rule Name	Message	Additional Values in Message	Ethnicity Code Required Rule	Ethnicity Code is required	
Data Type	Message															
string	Failed parsing value to type string															
Rule	Message															
Must be a valid Vocabulary value from the Mississippi Code System, for the Ethnicity Value Set	Unknown code for type ‘Ethnicity’															
Rule Name	Message	Additional Values in Message														
Ethnicity Code Required Rule	Ethnicity Code is required															
Veteran Status Code	The code indicating whether the client has ever served in the uniformed services.	<div>Data Type Validation</div> <table><tr><td>Data Type</td><td>Message</td></tr><tr><td>string</td><td>Failed parsing value to type string</td></tr></table> <div>Vocabulary Validation</div>	Data Type	Message	string	Failed parsing value to type string										
Data Type	Message															
string	Failed parsing value to type string															

		<table><tr><th>Rule</th><th>Message</th></tr><tr><td>Must be a valid Vocabulary value from the Mississippi Code System, for the Veteran Status Value Set</td><td>Unknown code for type 'VeteranStatus'</td></tr></table>	Rule	Message	Must be a valid Vocabulary value from the Mississippi Code System, for the Veteran Status Value Set	Unknown code for type 'VeteranStatus'		
Rule	Message							
Must be a valid Vocabulary value from the Mississippi Code System, for the Veteran Status Value Set	Unknown code for type 'VeteranStatus'							
		Errors						
		<table><tr><th>Rule Name</th><th>Message</th><th>Additional Values in Message</th></tr><tr><td>Veteran Status Code Required Rule</td><td>Veteran Status Code is required</td><td></td></tr></table>	Rule Name	Message	Additional Values in Message	Veteran Status Code Required Rule	Veteran Status Code is required	
Rule Name	Message	Additional Values in Message						
Veteran Status Code Required Rule	Veteran Status Code is required							
Race Code	The code indicating the race of the client.	Data Type Validation						
		<table><tr><th>Data Type</th><th>Message</th></tr><tr><td>string</td><td>Failed parsing value to type string</td></tr></table>	Data Type	Message	string	Failed parsing value to type string		
Data Type	Message							
string	Failed parsing value to type string							
		Vocabulary Validation						
		<table><tr><th>Rule</th><th>Message</th></tr><tr><td>Must be a valid Vocabulary value from the Mississippi Code System, for the Race Value Set</td><td>Unknown code for type 'Race'</td></tr></table>	Rule	Message	Must be a valid Vocabulary value from the Mississippi Code System, for the Race Value Set	Unknown code for type 'Race'		
Rule	Message							
Must be a valid Vocabulary value from the Mississippi Code System, for the Race Value Set	Unknown code for type 'Race'							
		Errors						
		<table><tr><th>Rule Name</th><th>Message</th><th>Additional Values in Message</th></tr><tr><td>Race Code Required Rule</td><td>Race Code is required</td><td></td></tr></table>	Rule Name	Message	Additional Values in Message	Race Code Required Rule	Race Code is required	
Rule Name	Message	Additional Values in Message						
Race Code Required Rule	Race Code is required							
Citizenship Code	The code indicating the client's citizenship	Data Type Validation						
		<table><tr><th>Data Type</th><th>Message</th></tr><tr><td>string</td><td>Failed parsing value to type string</td></tr></table>	Data Type	Message	string	Failed parsing value to type string		
Data Type	Message							
string	Failed parsing value to type string							
		Vocabulary Validation						
		<table><tr><th>Rule</th><th>Message</th></tr><tr><td>Must be a valid Vocabulary value from the Mississippi Code System, for the Citizenship Value Set</td><td>Unknown code for type 'Citizenship'</td></tr></table>	Rule	Message	Must be a valid Vocabulary value from the Mississippi Code System, for the Citizenship Value Set	Unknown code for type 'Citizenship'		
Rule	Message							
Must be a valid Vocabulary value from the Mississippi Code System, for the Citizenship Value Set	Unknown code for type 'Citizenship'							

		<div>Errors</div> <table><tr><th>Rule Name</th><th>Message</th><th>Additional Values in Message</th></tr><tr><td>Citizenship Code Required Rule</td><td>Citizenship Code is required</td><td></td></tr></table>	Rule Name	Message	Additional Values in Message	Citizenship Code Required Rule	Citizenship Code is required											
Rule Name	Message	Additional Values in Message																
Citizenship Code Required Rule	Citizenship Code is required																	
Unique Client Identifier	A code that consistently identifies this client across providers.	<div>Data Type Validation</div> <table><tr><th>Data Type</th><th>Message</th></tr><tr><td>string</td><td>Failed parsing value to type string</td></tr></table> <div>Length Validation</div> <table><tr><th>Max Length</th><th>Message</th></tr><tr><td>100</td><td>Value length must be less than or equal to '100'</td></tr></table> <div>Errors</div> <table><tr><th>Rule Name</th><th>Message</th><th>Additional Values in Message</th></tr><tr><td>Unique Client Identifier Only Valid From WITS Rule</td><td>Unique Client Identifier may only be provided if the record was extracted from WITS.</td><td></td></tr></table> <div>Guidance</div> <table><tr><th>Note</th></tr><tr><td>The Unique Client Identifier is part of the Data Warehouse, but it will be generated automatically by the Data Warehouse system, using the same algorithm that WITS uses, and should never be entered by a Provider that is submitting directly to the Data Warehouse.</td></tr></table>	Data Type	Message	string	Failed parsing value to type string	Max Length	Message	100	Value length must be less than or equal to '100'	Rule Name	Message	Additional Values in Message	Unique Client Identifier Only Valid From WITS Rule	Unique Client Identifier may only be provided if the record was extracted from WITS.		Note	The Unique Client Identifier is part of the Data Warehouse, but it will be generated automatically by the Data Warehouse system, using the same algorithm that WITS uses, and should never be entered by a Provider that is submitting directly to the Data Warehouse.
Data Type	Message																	
string	Failed parsing value to type string																	
Max Length	Message																	
100	Value length must be less than or equal to '100'																	
Rule Name	Message	Additional Values in Message																
Unique Client Identifier Only Valid From WITS Rule	Unique Client Identifier may only be provided if the record was extracted from WITS.																	
Note																		
The Unique Client Identifier is part of the Data Warehouse, but it will be generated automatically by the Data Warehouse system, using the same algorithm that WITS uses, and should never be entered by a Provider that is submitting directly to the Data Warehouse.																		

1.3.1.5 ProviderClientIdentifier

This is a Subentity of ProviderClient.

1.3.1.5.1 Description

A Provider Client Identifier represents a specific identifier for a Provider Client. A Provider Client can contain multiple Provider Client Identifier records. A Provider Client Identifier will be uniquely identified in the Data Warehouse by the Provider Client record, and the Provider Client Identifier’s Type Code. Therefore, no two Provider Client Identifier records can be submitted with the same Provider Client Identifier Type Code for the same Provider Client.

1.3.1.5.2 Key Fields

The fields in this entity that will be used to uniquely identify a record, to determine whether to create or update an existing record, and to delete an existing record are:

Field
Type Code

1.3.1.5.3 Fields

The fields in this entity, along with a description and associated validation rules for each are:

Field	Description	Validation Rules		
Type Code	The code indicating the type of Provider Client Identifier.	Data Type Validation		
		Data Type	Message	
		string	Failed parsing value to type string	
		Vocabulary Validation		
		Rule	Message	
		Must be a valid Vocabulary value from the Mississippi Code System , for the Provider Client Identifier Type Value Set	Unknown code for type 'ProviderClientIdentifierType'	
		Errors		
		Rule Name	Message	Additional Values in Message
		Type Code Required Rule	Type Code is required	
		Identifier	The identifier value for the Provider Client Identifier.	Data Type Validation
Data Type	Message			
string	Failed parsing value to type string			
Length Validation				
Max Length	Message			
50	Value length must be less than or equal to ‘50’			
Errors				
Rule Name	Message			Additional Values in Message
Identifier Required Rule	Identifier is required			

	Social Security Number Must Match Regular Expression If Type Social Security Number Rule	Social Security Number must be provided and must be in the format ###-##-#### or #### where # is a number
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1.3.1.6 ProviderClientPhysicalAddress

This is a Subentity of ProviderClient.

1.3.1.6.1 Description

A Provider Client Physical Address represents a unique physical address for a client. A client can have multiple Provider Client Physical Address records. A Provider Client Physical Address will be uniquely identified in the Data Warehouse by the Provider Client record and the Provider Client Physical Address' Type Code. Therefore, no two Provider Client Physical Address records can be submitted with the same Type Code for the same Provider Client.

1.3.1.6.2 Key Fields

The fields in this entity that will be used to uniquely identify a record, to determine whether to create or update an existing record, and to delete an existing record are:

Field

Type Code

1.3.1.6.3 Fields

The fields in this entity, along with a description and associated validation rules for each are:

Field	Description	Validation Rules		
Type Code	The code indicating the type of physical address.	Data Type Validation		
		Data Type	Message	
		string	Failed parsing value to type string	
		Vocabulary Validation		
		Rule	Message	
		Must be a valid Vocabulary value from the Mississippi Code System , for the Provider Client Physical Address Type Value Set	Unknown code for type 'ProviderClientPhysicalAddressType'	
		Errors		
		Rule Name	Message	Additional Values in Message
		Type Code Required Rule	Type Code is required	
		First Street Address	The first street address for this physical location.	Data Type Validation
Data Type	Message			
string	Failed parsing value to type string			
Length Validation				
Max Length	Message			
100	Value length must be less than or equal to ‘100’			
Errors				
Rule Name	Message			Additional Values in Message
First Street Address Required Rule	First Street Address is required			
Second Street	The second street address for this physical location.			Data Type Validation

Address		Data Type Message		
		string Failed parsing value to type string		
		Length Validation		
		Max Length Message		
		100 Value length must be less than or equal to '100'		
		Guidance		
		Note		
		Optional		
City Name	The city name for this physical location.	Data Type Validation		
		Data Type Message		
		string Failed parsing value to type string		
		Length Validation		
		Max Length Message		
		100 Value length must be less than or equal to '100'		
		Errors		
		Rule Name	Message	Additional Values in Message
State Code	The code indicating the state for this physical location.	City Name Required Rule		
		City Name is required		
		Data Type Validation		
		Data Type Message		
		string Failed parsing value to type string		
		Vocabulary Validation		
		Rule Message		
		Must be a valid Vocabulary value from the Mississippi Code System, for the State Value Set Unknown code for type 'State'.		

Errors

Rule Name	Message	Additional Values in Message
State Code Required Rule	State Code is required	

Postal Code The postal code of the physical address.

Data Type Validation

Data Type	Message
string	Failed parsing value to type string

Errors

Rule Name	Message	Additional Values in Message
Postal Code Required Rule	Postal Code is required	
Postal Code Must Match Regular Expression Rule	Postal Code must be in the format ##### or #####-#### where # is a number	

County Code The code indicating the county of the physical address.

Data Type Validation

Data Type	Message
string	Failed parsing value to type string

Vocabulary Validation

Rule	Message
Must be a valid Vocabulary value from the Mississippi Code System, for the County Value Set	Unknown code for type 'County'

Errors

Rule Name	Message	Additional Values in Message
County Code Required Rule	County Code is required	